SCHOOL STENOGRAPHY.

A

SYSTEM OF

Lineal Short Hand;

Illustrated by a Set of Engraved Copies and Specimens:

WITH DIRECTIONS FOR

Teaching & Learning the System.

BY

DANIEL CADMAN,

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PREFACE.

As there are before the Public a vast number of works on the Stenographic Art, it is incumbent on me to state my reasons for adding another to the already bewildering variety. I acknowledge that unless I have made some important discovery or effected a decided improvement in this useful, and I had almost said, necessary, art, I have no right to obtrude myself on the Public notice; and having admitted the right of the Public to demand my reasons for venturing thus to appear before them, I shall proceed at once, in a plain and brief a manner as I can, to state those reasons.

I have examined with some degree of care every System of Short-Hand, that has fallen in my way, and have felt dissatisfied with all I have yet seen on the following accounts: In the first place, they have all been deficient in what I conceive to be the grand requisite of all good writing, *viz. lineality*. In every System which has come in my way I have observed that it frequently happens, when two letters are joined together, the second, instead of taking its station by the side of its fellow, is found directly under it,—this is continually occurring, and sometimes three or four letters are joined in this way. Now it will be granted I presume, that if a System of Short-Hand could be invented, the

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characters of which might be conveniently ranged side by side without increasing the number of inflections, or otherwise affecting the simplicity of the Alphabet it would be far preferable. And then, this want of lineality destroys simplicity, *occasions obscurity, and is incompatible with beauty and neatness of writing.* I have endeavoured to produce a System combining with this indispensable quality, *simplicity* and *perspicuity*; how far I have succeeded it would not be proper for me to say, but I hope it will not be deemed inconsistent with modesty to say thus much concerning it:—

First. It is what may with the strictest truth be called, A System of Lineal Short-Hand, because it may be written on a straight line in the same manner as common writing—may be written, did I say? it must be so written. My pupil need not be told, as the learners of systems are told, that "sooner than get out of the line he must break off in the middle of a word," because it is impossible for him to get away from the line—he cannot go wrong. He begins every word on the line, and whatever may be the length of the word, or whatever letters may compose it, he must of necessity go on in a straight-forward direction. *Lineality* is the distinguishing feature of this System.

Second. Simplicity 1st. The Alphabet contains fewer inflections than Mavor's or Byrom's. 2nd. The characters join together and run into one another so readily and naturally, that the number of inflections is in many cases considerably reduced. 3rd. The characters are so formed that they may all be written without changing the position of the elbow, hand or pen, any more than in common writing. Here are no upright marks, and

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none inclining to the left; this circumstance, it is obvious, must be favorable to expedition. 4th. Every word is *begun on the line*. In other Systems when you have finished a word, you feel frequently a sort of embarrassment as to where you shall begin the next, and thus a portion of time is lost in which one or two inflections might be made. 5th. Every word is *finished on a line*. It is obvious, that when three or four letters require to be written one under the other, the pen must have more ground to travel over in order to regain the line, than it would have if the characters followed one another in a lateral direction.

Third. Perspicuity. Much of the difficulty experienced in decyphering short-hand, arises, perhaps, from the manner in which the characters are joined together. We are so accustomed, when reading, to look *along the line*, that it seems unnatural to look *up and down* in a sort of zigzag direction to pick out the meaning of what is before us.—Now, when I say that there are eighteen marks or characters representing the consonants, that these characters are perfectly simple in their formation, that they are perfectly distinct from one another, the form of one not being involved in that of another;—when I say that out of these eighteen marks the form of twelve enters into the composition of the common writing letter for which they respectively stand;—when I say that these characters may be—or rather *must* be written in a straight line;—lastly, when I say that there is a distinct mark for each of the vowels, and that in consequence of the lineality of the writing no difficulty or ambiguity can arise to their position,—I have said enough, surely, to convince any one of the *readableness* of the System.

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Fourth. Beauty.—I shall only observe on this head, let any one compare it in this respect with other Systems, that is to say, if it be possible to compare where there is no comparison.

In fine, may I be permitted to suggest that this System of Short-Hand Writing may be applied to general purposes, to the making of extracts, memorandums, &c. How useful it might be to the man of business, and to all who write much and to whom the saving of time is an object, will be apparent from this consideration,—that the number of inflections in the Short-Hand Alphabet, including the vowels, is forty-two, while the inflection in the Common Writing Alphabet amount to nearly three times that number, viz, one hundred and sixteen.

I beg leave to add, that is has been my object to produce a work suited to the capacity of a school-boy, and containing nothing which might be deemed improper to put into his hands.

Deal, August 1*st*, 1835.

Note.—I have purposely abstained from saying any thing respecting the utility of Short-Hand, or the expediency of its forming a part of ordinary education; so much has already been said by persons who have had much more experience than myself in these matters, and who are consequently capable of forming a much better judgment concerning them, that I conceive it would be a work of supererogation for me to offer any remarks on the subject.

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SCHOOL STENOGRAPHY.

Directions for Teaching and Learning the System.

1st. The pupil should fill up, at least half a dozen pages ruled as in the Alphabet Copy, naming each letter as he writes it down. 2nd. Care must be taken to place the letters in the same position with respect to the line which they hold in the Alphabet Copy, as all the letters, except *d* & *k*, retain the same situation in composition as when written separately. 3rd. Particular attention must be paid to the form of the letters *c*, *s*, *l*, and *p*; for though they are perfectly distinct from each other in shape, yet as they are all simply strokes more or less curved, if not correctly written, they may too nearly resemble one another. 4th. Every consonant except *h*, *k* and the straight *r* must be *begun and finished on the line.*

When the pupil has become familiar with the Alphabet, and can form the characters neatly and correctly, he may begin to copy the examples given in illustration of the Rules and Exceptions. It is presumed that one page will be sufficient for one copy or line of examples: and it is recommended, that in every case, the page be ruled after the manner of the Alphabet Copy, with lines between the words, and also that the pupil be required to commit the rule or exception to memory, or at least to read it over two or three times attentively, before he proceeds to fill up the spaces.

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OBSERVATIONS

ON THE

ALPHABET.

1. B is the first part of the common small writing *b*: it must not be turned round at the bottom.

2. C is the bottom part of the small writing *c*.

3. G is nothing more or less than the tail of the small writing *g*.

4. L is the finishing part of the small writing *l*.

5. M is the first stroke of the small writing *m*.

6. P is the finishing part of the small writing *p*.

7. Q is the circular part of the small writing *q*: it is made like the small *o*, except that it is begun *on the line*.

8. The first *r* resembles the small writing *r* in quick writing.

9. The second *r* is a fine stroke written upwards and very slanting.

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RULES & EXCEPTIONS.

General Rule.—All the letters must be written as in the Alphabet Copy.

First Exception.—A and Y. at the beginning and end of a word.

Second Exception.—When D comes after B, D, H, M, R or T, it must be written under the line.

Third Exception.—K, when it comes after a letter which is written above the line, may be joined to it below the line.

Fourth Exception.—The straight R is to be used when the next consonant is B, M, or T: in this case T will be simply a straight down-stroke—B and M also undergo a slight variation in their formation, as may be perceived by inspecting the examples.

Fifth Exception.—When T comes after B, H, or M, it may be represented by continuing the letter which precedes it through the line, making it twice the usual length: in this case T is a straight down-stroke below the line.

Sixth Exception.—When T comes before B, M it may be represented by a straight up-stroke with a sort of break at the point of junction with the succeeding letter:—the straight R will be sufficiently distinct from the T thus writ-

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ten, as besides being joined without any break it is made much more slanting.

Seventh Exception.—The character for H is used only at the beginning of a word, but as the combinations, Ch, Ph, Sh, Th, and Wh, are of frequent occurrence, the following directions will be found very useful:—C, made twice the usual size, will stand for Ch; P, made twice the usual width, will stand for Ph; S, made twice the usual length, will stand for Sh; T, made larger than usual, will stand for Th; and W, made larger than usual, will stand for Wh. If it should be thought advisable to supply the H on any other occasion, as in proper names, it may be denoted by a short stroke drawn through the preceding consonant.

Eight Exception.—The characters for P, C, and S, with a small loop at the end, will stand, respectively, for the combinations Pl, Cl, and Sl.

Ninth Exception.—When the vowels A and U, O and U, and O and I come together and form a proper dipthong, both vowels are to be used, and they may be joined together; but if they make what is called an improper dipthong, only the vowel which is sounded is to be used: Oy may be represented by continuing the character for O so as to form a circle. When W performs the office of a vowel it may be represented by U, and is subject to the same rule.

Tenth Exception.—When two consonants of the same name are separated by a vowel, only one of them is to be

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used; but care must be taken to place the required vowel, directly over or under it.

RULE.—All letters which are not sounded are to be omitted, and although a wanton or unnecessary departure from the established orthography is not advisable, yet where an advantage is to be gained by it, the sound is to be attended to rather than the spelling.

PREPOSITIONS, TERMINATIONS

AND

USEFUL WORDS.

The following Table will show what characters are to be used for Prepositions or beginnings of words, for Terminations or endings of words, and for Words of frequent recurrence; it will be proper, however, to attend to the following remarks:

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A, for *ante*-or-*anti*,-must be written on the line; for *again* and *against*, it must be made stronger.

B, for *be*, written as when joined to the straight R; for *but*, written as in the Alphabet Copy.

I, for *ing*, must be placed close to the end of that part of the word to which it belongs; for the plural *ings* it may be made stronger; for the plural *eyes* made stronger or doubled.

N, for *and*, also for-*sion* or-*tion*, written a little above the line; for *under*, a little below the line.

O, for *over*, whether prep. term. or word, written higher up and stronger than usual.

S, for-*self* or-*selves*, directly under that part of the word to which it belongs.

T, for-*ther*, written very small; for *the* written as when joined to the straight R.

Note.—When a character is used for a Preposition or Termination, it must not be *joined* to the other part of the word; care must be taken, however, to place it so near to it, that it may appear, at first sight, to form a component part of the word.

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TABLE OF

Prepositions, Terminations and Words.

	PREPOSITIONS.	TERMINATIONS.	SHORT WORDS.
A	Ante-, anti-,	———	A, an, any, again, against
B	———	———	Be, but.
C	Circum-,com-,con-,	-city,-cal,-cle	Can, could, come
D	Dis-	-dity,-dom	Do, did
F	For-	-ful	Of, for, from
G	———	———	Go, good, give
H	———	-hood,-head	He, have
I	———	-ing	I, eye
K	Contra-	———	Keep, kind
L	———	-lity	All, always
M	Multi-, mis-,	-mity,-ment	Am, him
N	Inter-, under-,	-nity,-sion,-tion,nce	And,in,into,on,upon,unto
O	Over-	-over	O ! owe, over
P	Per-, pre-, pro-,	———	Peace, people
Q	———	———	Question
R	Recom-. recon-,	-rity	Are, or, our
S	Sub-, super-,	-sity,-ness,-self	As, is, his, us
T	Trans-	-tity,-time,-ther	At, it, to, the
V	Ever-, With-,	-vity,-ever,-ward	Ever,every,was,with
X	Extra-	-xity	Example
Y	———	———	You, why
Ch	———	———	Each, such
Sh	———	-ship	Shall, should
Th	———	———	This
Wh	———	-where	Who, what, which, where

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RULES TO BE OBSERVED

When following a rapid Speaker.

1. The vowels must be omitted and supplied afterwards.

2. Articles, conjunctions, prepositions, auxiliary verbs and sometimes pronouns, must be omitted—nouns and principal verbs never.

Hints to Learners.

1. I would advise the learner not to use pencils; pens are far preferable ; the pen should have a very fine but not a stiff nib.

2. Although so much has been said about the line, yet lines are by no means absolutely necessary. I think it best, however, to use lines, at least in learning the System : they should be about one fourth of an inch apart.

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Alphabet Copy.

Consonants.																		Vowels & Diphthongs.								
b	c	d	f	gj	h	k	l	m	n	p	qu	r	r	sz	t	vw	x	&c	a	e	i	o	u	y	au	ow	oi

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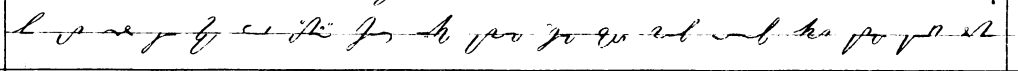
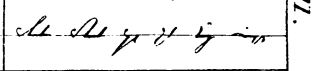
2nd Copy.

General Rule.



First Exception.



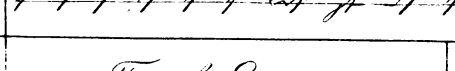
3rd Copy.

Second Exception.

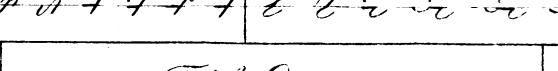
Third Exception.

4th Copy.

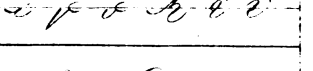
Fourth Exception.



Fifth Exception.

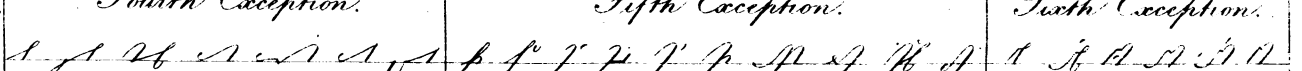


Sixth Exception.



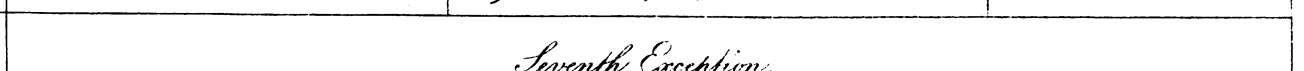
5th Copy.

Seventh Exception.



6th Copy.

Eighth Exception.



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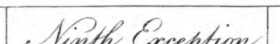
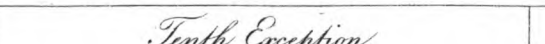
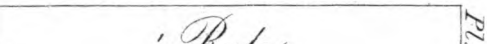
7th Copy.	Ninth Exception.	Tenth Exception.	Rule.
			
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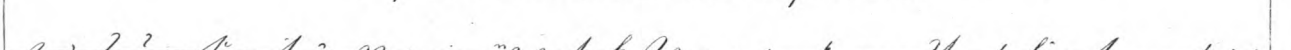
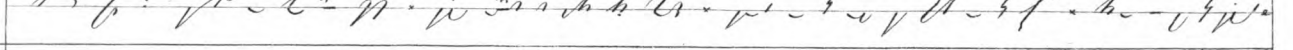
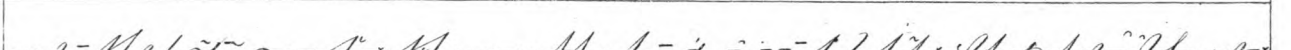
10th Copy.			
11th Copy.			
12th Copy.			

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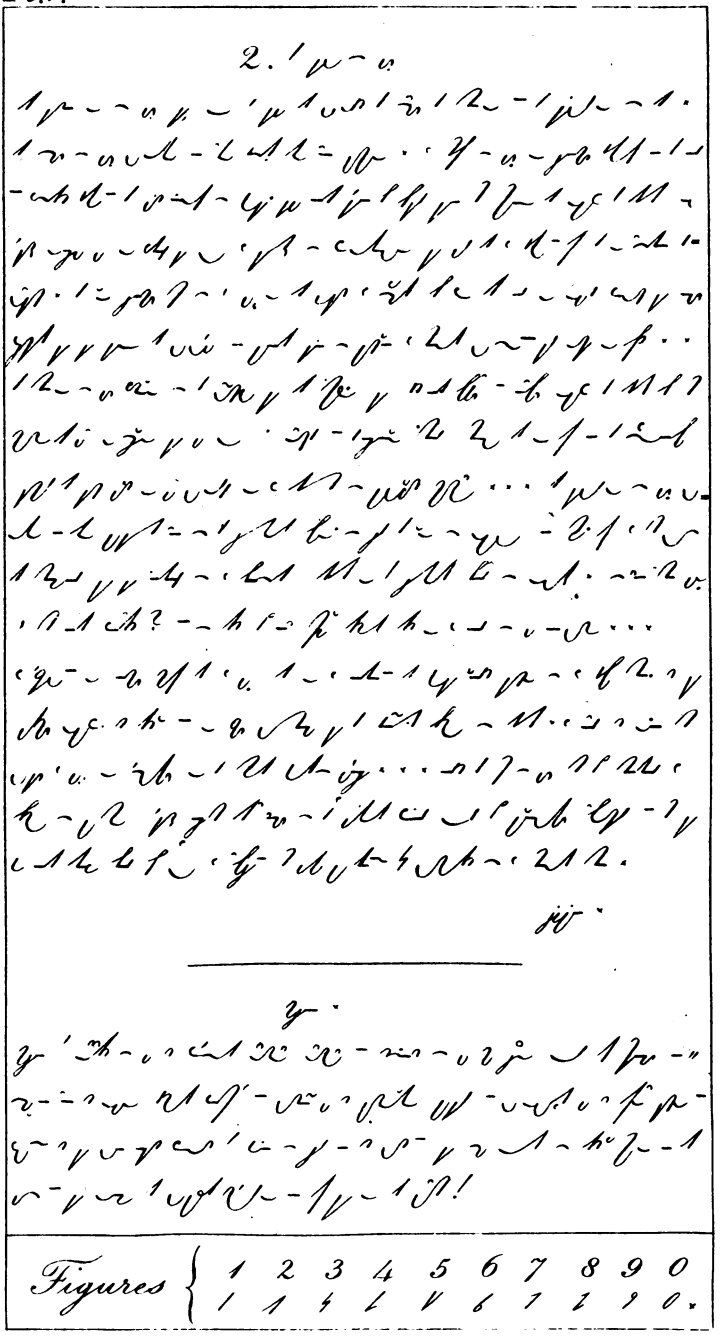

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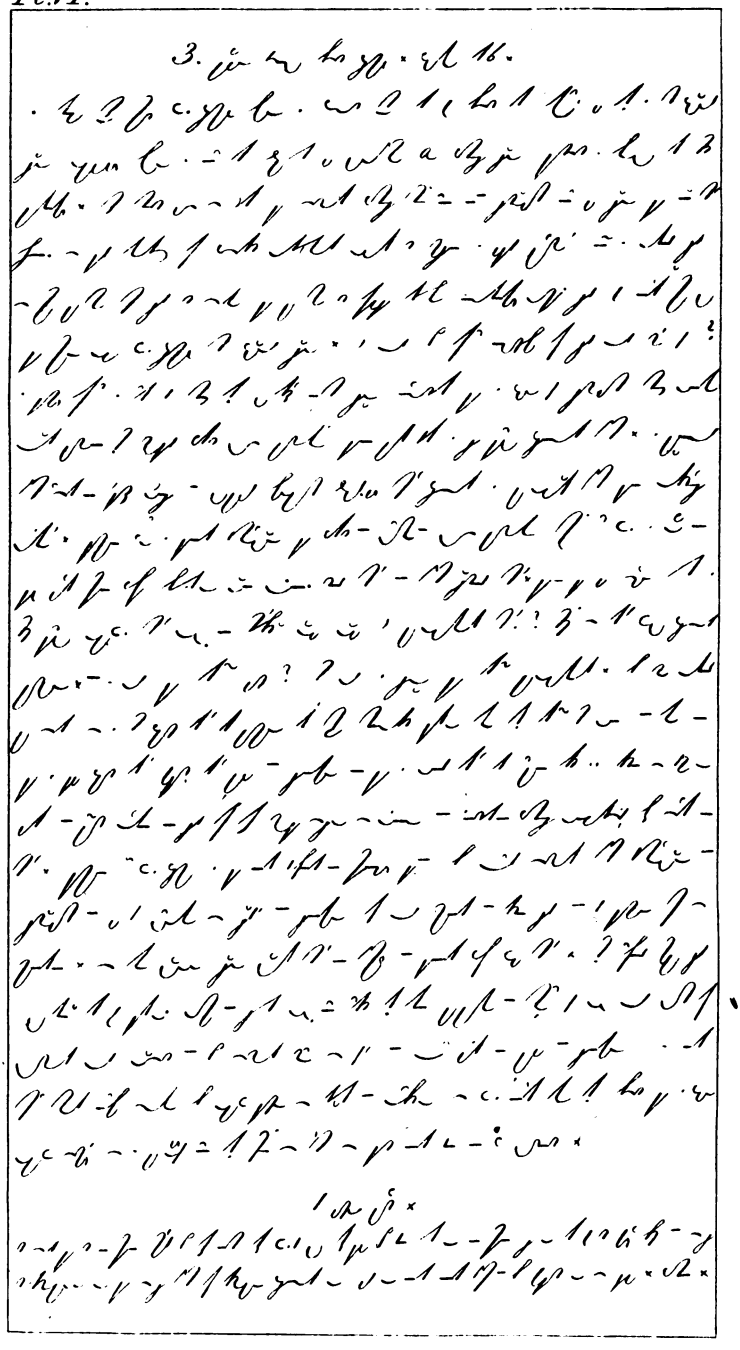

INDEX TO

EXAMPLES & SPECIMENS.

[In Copies 2nd. to the 7th. the consonants which are not sounded, and which are therefore left out in the Short-Hand writing, are printed in italics.]

2nd. Copy.—Been, care, fix, again, help, kind, luminous, magnify, natural, personal, original, quic*k*ly, reasonable, sensible, treasure, vernal, wonder, examine, abandon, amend, away, yield, young, final*ly*.

3rd. Copy.—Bad, died, head, made, read, tide, afraid, garden, named, order, Lord, needed, indeed, endued, ended, book, make, ink, sink, snake, take, weak, look, strike, quake, rake.

4th. Copy.—Robe, garb, marble, arm, af*f*irm, art, part, bet*t*er, beauty, hate, heightened, meet, mat*t*er, sym*p*tom, exem*p*t, im*m*utable, limit, tube, stable, tame, stem, esteem, time.

5th. Copy.—Chief, cheer, church, children, phrase, phalanx, physic, philosophy, shine, shield, bush, then, thunder, when, where, Jehovah, Noah, Nehemiah, Jonah, Nineveh, Isaiah, Mahomet.

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6th. Copy.—Plain, explain, plant, pleasant, plural, exemplify, clean, incline, claim, exclaim, clear, inclose, climate, climax, clay, slain, slander, slur, sluice, sleep, sl*igh*t.

7th. Copy.—Awe, law, now, noise, voice, Bi*b*le, imbi*b*e, me*m*ory, ni*n*e, no*n*e, pa*p*er, sea*s*on, su*s*tain, tau*gh*t, revi*v*e, li*l*y, renow*n*, bou*gh*t, bri*gh*t, *w*rong, *k*nee, i*s*land, *psalm*, hym*n*, rei*g*n, laugh, [laf] enough. [enuf]

8th. Copy.—Are you happy? Virtue is its own reward. Vice, sooner or later, brings misery. Wisdom is to the soul what health is to the body. "There is no peace saith my God, to the wicked."

9th. Copy.—Sincerity and truth are the foundations of all virtue. Truth is always consistent with itself, and needs no invention to help it out. Almost all difficulties are to be overcome by industry and perseverance.

10th. Copy.—They who are undutiful to their parents seldom behave with propriety to more distant relations, or duly discharge the ordinary duties of friendship. Industry is the parent of every excellence.

11th. Copy.—The Fifth Commandment. "A wise son maketh a glad father but a foolish son is the heaviness of his mother."

12th. Copy.—Learning improves the mind. Beauty like a flower soon fades; but the excellencies of the mind, as the

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medicinal virtues of a plant remain in it, when all its external charms are withered.

FIRST SPECIMEN. Plate IV.

On the Improvement of Time.

To make a proper use of that short and uncertain portion of time allotted us for our mortal pilgrimage, is a proof of wisdom; to use it with economy, and dispose of it with care, discovers prudence and discretion. Let, therefore, no part of your time escape without making it subservient to the wise purposes for which it was given you; it is the most inestimable of treasures.

You will find a constant employment of your time conducive to health and happiness, and not only a sure guard against the encroachments of vice, but the best *recipe* for contentment. Seek employment; languor and *ennui* shall be unknown: avoid idleness, banish sloth; vigour and cheerfulness will be your enlivening companions; admit not guilt to your hearts, and terror shall not interrupt your slumbers. Follow the footsteps of virtue, walk steadily in her paths; she will conduct you through pleasant and flowery paths to

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the temple of peace: she will guard you from the wily snares of vice, and heal the wounds of sorrow and disappointment which they may inflict.

By being constantly and usefully employed, the destroyer of mortal happiness will have but few opportunities of making his attacks; and by regularly filling up your precious moments, you will be less exposed to dangers; venture not then to waste an hour, lest the next should not be yours to squander; hazard not a single day in guilty pursuits, lest the day which follows should be ordained to bring you an awful summons to the tomb—a summons to which youth and age are equally liable.

"Reading improves the mind;" and you cannot better employ a portion of your leisure time than in the pursuit of knowledge. By observing a regular habit of reading, a love of it will soon be acquired. It will prove an unceasing amusement, and a pleasant resource in the hours of sorrow and discontent; an unfailing antidote against languor and indolence. Much caution is, however, necessary in the choice of books: it is among them as among human creatures; many would prove dangerous and pernicious advisers; they tend to mislead the imagination, and give rise to a thousand erroneous opinions and ridiculous expectations.

I would not, however, wish to deprive you of the pleasures of society, or of rational amusement; but let your companions be select; let them be such as you can love for their

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good qualities, and whose virtues you are desirous to emulate: let your amusements be such as will tend not to corrupt and vitiate, but to correct and amend the heart.

Finally. I would earnestly request you never to neglect employing a portion of your time in addressing your heavenly Father; in paying him that tribute of prayer and praise which is so justly his due, as "the author of every good and perfect gift;" as our Creator, Preserver, and Redeemer, "in whom we live and move and have our being;" and without whose blessing none of our undertakings will prosper.

Thus, by employing the time given you in the service of virtue, you will pass your days with comfort to yourself, and those around you; and by persevering to the end, shall at length obtain "a crown of glory which fadeth not away."

BONHOTE.

SECOND SPECIMEN. Plate V.

The Vice of Lying.

To warn us from lying we should do well to consider the *folly*, the *meanness*, and the *wickedness* of it.

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The folly of lying consists in its defeating its own purpose. A habit of lying is generally detected in the end, and after detection, the liar, instead of deceiving, will not even be believed, when he happens to speak the truth. Nay, every single lie is attended with such a variety of circumstances which lead to a detection, that it is often discovered. The use generally made of a lie is, to cover a fault; but as this end is seldom answered, we only aggravate what we wish to conceal. In point even of prudence, an honest confession would serve us better.

The meaness of lying arises from the cowardice which it implies. We dare not boldly and nobly speak the truth, but have recourse to low subterfuges, which always show a sordid and disingenuous mind. Hence it is, that in the fashionable world the word *liar* is always considered as a term of peculiar reproach.

The wickedness of lying consists in its perverting one of the greatest blessings of God, the use of speech, in making that a mischief to mankind which was intended for a benefit. *Truth is the greatest bond of society.* If one man lies, why may not another ? And if there is no mutual trust, there is an end of all intercourse.

An equivocation is nearly related to a lie. It is an intention to deceive under words of a double meaning, or words which, literally speaking, are true, and is equally criminal with the downright breach of truth. A nod or sign may convey a lie as effectually as the most deceitful language.

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Under the head of lying may be mentioned a breach of promise. Every engagement, though only of the lightest kind, should be punctually observed; and he who does not think himself bound by such an obligation has little pretension to the character of an honest man.

GILPIN.

RELIGION.

Religion! soother of all our keenest sorrows, source and refiner of all our real joys! shed thy heavenly influence on our souls; direct, animate, and crown all our pursuits, pervade, and consecrate all our thoughts, words, and actions; or we can never answer the design of God in our creation; we fall short of true happiness in this life, and we sink to complete wretchedness in that which is to come.

THIRD SPECIMEN. Plate VI.

Paul's defence before Agrippa. Acts. xxvi.

[This Specimen is given to exemplify the Rules to be observed when following a rapid Speaker.]

I think myself happy, king Agrippa, because I answer myself day thee, touching things I accused Jews: Especially,

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becausc I know thee expert all customs questions among Jews: wherefore beseech hear patiently. My life from youth, which first among my nation Jerusalem, know all Jews, Which knew me beginning, (if testify) after straightest sect our religion I lived Pharisee. Now I stand judged hope promise of God our fathers; Which promise our twelve tribes instantly serving God hope come: for which hopes sake, king Agrippa, I accused Jews. Why thought incredible, God raise dead. I verily thought I ought do many contrary name Jesus Nazareth. Which I did Jerusalem; many saints shut prison having authority chief priests, when put death gave voice against them. I punished oft every synagogue, compelled blaspheme; exceedingly mad against them, persecuted strange cities. &c.

THE LORD'S PRAYER.

Hayward, Printer and Bookbinder, 23, Lower Street, Deal.

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ERRATA.

Page.	Line.	
3	9	for *a* read *as*
4	15	after *of* read *some*
5	6	for *a* read *the*
9	3	after *Y* read *are joined*
9	19	before *M* read *or*

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